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**From:** Han, Linda (DPH)  
**Sent:** Thursday, January 13, 2011 12:17 PM  
**To:** Gauthier, Cheryl (DPH)  
**Subject:** SOP SA.005  
**Attachments:** SA.005 INCID RESP HAN 112910.doc

Thanks for being the first reviewer! Please feel free to edit/comment away. Linda

<sup>2</sup> The incident response plan must be coordinated with any entity-wide plans, kept in the workplace, and available to employees for review. Nothing in this section is meant to supersede or preempt incident response requirements imposed by other statutes or regulations.

**§ 73.14 Incident response.**

(a) An individual or entity required to register under this part must develop and implement a written incident response plan.<sup>2</sup>

(b) The incident response plan must fully describe the entity's response procedures for the theft, loss, or release of a select agent or toxin, inventory discrepancies, security breaches (including information systems), severe weather and other natural disasters, workplace violence, bomb threats, suspicious packages, and emergencies such as fire, gas leak, explosion, power outage, etc. The response procedures must account for hazards associated with the select agent and toxin and appropriate actions to contain such select agent or toxin.

(c) The incident response plan must also contain the following information:

- (1) The name and contact information (e.g., home and work) for the individual or entity (e.g., responsible official, alternate responsible official(s), biosafety officer, etc.),
- (2) The name and contact information for the building owner and/or manager, where applicable,
- (3) The name and contact information for tenant offices, where applicable,
- (4) The name and contact information for the physical security official for the building, where applicable,
- (5) Personnel roles and lines of authority and communication,
- (6) Planning and coordination with local emergency responders,
- (7) Procedures to be followed by employees performing rescue or medical duties,

- (8) Emergency medical treatment and first aid,
- (9) A list of personal protective and emergency equipment, and their locations,
- (10) Site security and control,
- (11) Procedures for emergency evacuation, including type of evacuation, exit route assignments, safe distances, and places of refuge, and
- (12) Decontamination procedures.

(d) The plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident.